

820 IAC 2-1-1 Transfer of licenses prohibited

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-1-11-12](#); [IC 25-8-4-4](#)

Sec. 1. (a) Under [IC 25-8-4-4](#), licenses issued by the board may not be transferred. Accordingly:

- (1) cosmetology schools;
- (2) cosmetology salons;
- (3) electrology salons;

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(4) manicurist salons; and

(5) esthetic salons;

may not operate under new ownership or in a new location until a new license has been issued by the board.

(b) Subsection (a) does not apply to cosmetology salons changing locations if approved by the board under [IC 25-8-4-4](#).

(c) Temporary permits or licenses for new salons will not be issued without board approval when the new salon is located in the same location where another salon has operated on probation or under sanctions imposed under [IC 25-1-11-12](#).

(State Board of Cosmetology Examiners; [820 IAC 2-1-1](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1401, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 561; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 2-1-4 Application for a cosmetology school license; required items

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8-5-2](#); [IC 25-8-5-3](#)

Sec. 4. (a) An application for a cosmetology school license shall include the matters required by [IC 25-8-5-3](#) and the following:

- (1) The contract which **that** is to be used between the cosmetology school and its students, which must include the school's refund policy.
- (2) A report from the office of the state fire marshal showing compliance with fire safety laws.
- (3) A copy of the cosmetology school's deed for the property where the cosmetology school is located or a lease for at least one (1) year showing that the premises are to be used as a cosmetology school.
- (4) A budget for the first year of operation of the cosmetology school.
- (5) A financial statement on a form provided by the board.
- (6) A floor plan of the cosmetology school, which shall show, in detail, the following:
 - (A) The placement of students.
 - (B) Classroom entrances and exits.
 - (C) Space for waiting customers (indicating the number of chairs).
 - (D) Separate student and public cloakroom spaces.
 - (E) Separate lavatory and toilet facilities for men and women.

(E) At least two (2) restrooms.

(7) A list of licensed instructors who will be teaching in the cosmetology school.

(b) The application shall be completed in its entirety and verified.

(State Board of Cosmetology Examiners; [820 IAC 2-1-4](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 2-2-1 Examination for instructors

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8-4-2](#)

Sec. 1. (a) An individual who applies for a cosmetologist, electrologist, or esthetician instructor license under [IC 25-8-4-2](#) In addition to qualifying under those sections **the requirements of [IC 25-8-4-2](#), an applicant for a beauty culture instructor license** must pass an examination on Indiana statutes and rules applicable to Indiana Register

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cosmetology, electrology, or esthetics, respectively, before being licensed.

(b) The passing score for each of the examinations shall be **examination is** seventy-five percent (75%).

(State Board of Cosmetology Examiners; [820 IAC 2-2-1](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1487; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 2-2-3 Age requirement; necessity of examination

Authority: [IC 25-8-3-23](#); [IC 25-8-6-4](#)

Affected: [IC 25-8](#)

Sec. 3. (a) Individuals submitting an application for **the written** examination under [IC 25-8](#) shall be at least eighteen (18) years of age.

(b) All first attempt state board examinations must be taken within one (1) year after graduation from an applicable course in a cosmetology school. Any repeat examination must be successfully completed within three (3) years after graduation from the same course.

(c) The board may waive the requirements in subsection (b) if an applicant can show good cause.

(State Board of Cosmetology Examiners; [820 IAC 2-2-3](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 562; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 2-2-5 Repeat examination

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8-9-5](#)

Sec. 5. (a) An applicant who does not receive a satisfactory grade on the applicant's second attempt on the cosmetology written examination as allowed by [IC 25-8-9-5](#) shall only be allowed to take the written examination again upon submission of proof of completion of an additional one hundred (100) hours of instruction in the theory of cosmetology as a student in a cosmetology school.

(b) An applicant who does not receive a satisfactory grade on the third **sixth** attempt of the written examination allowed by subsection (a) may take the written examination the fourth **seventh** time.

(c) The requirements of subsection (a) concerning additional education apply for the fifth **eighth** written examination attempt and every odd-numbered attempt thereafter.

(State Board of Cosmetology Examiners; [820 IAC 2-2-5](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; filed May 4, 2001, 11:16 a.m.: 24 IR 2682; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-1-2 Water supply

Authority: [IC 25-8-3-23](#)

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Affected: [IC 25-8](#)

Sec. 2. (a) Hot and cold running water shall be supplied.

(b) The water supply required in subsection (a) shall be connected as follows:

(1) with a pressure supply whenever it is available.

(2) If a pressure supply is unavailable, with gravity tanks.

(State Board of Cosmetology Examiners; [820 IAC 3-1-2](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1402, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-1-3 Sanitizers; disinfectants

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 3. (a) There must be at least:

(1) one (1) operable wet sterilizer **EPA registered bactericide, viricide, and fungicide disinfectant**; and at least

(2) one (1) operable dry sterilizer **sanitizer**;
on the premises.

(b) Each workstation must have at least:

(1) one (1) operable wet sterilizer **sanitizer or disinfectant**; or

(2) one (1) operable dry sterilizer **sanitizer**.

(State Board of Cosmetology Examiners; [820 IAC 3-1-3](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-1-4 Workstations; covered waste receptacle

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 4. (a) Cosmetology salons shall be supplied with at least one (1) covered waste receptacle for every two (2) **four (4)** workstations.

(b) As used in subsection (a), workstations refers to **booths and** chairs, other than waiting room chairs. and

booths.

(State Board of Cosmetology Examiners; [820 IAC 3-1-4](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-1-6 Disinfectants

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

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Sec. 6. (a) All instruments **implements, except those that come in contact with blood or body fluids**, shall be properly sterilized. **disinfected by complete immersion in a bactericidal, viricidal, and fungicidal disinfectant that is mixed and used according to the manufacturer's directions.**

(b) All implements that have come in contact with blood or body fluids shall be disinfected by complete immersion in an EPA registered bactericide, viricide, fungicide, and tuberculocidal disinfectant that is mixed and used according to the manufacturer's directions.

(c) Spills, except those that contain blood or body fluids, shall be disinfected by use of an EPA registered bactericidal, viricidal, and fungicidal disinfectant that is mixed and used according to the manufacturer's directions.

(d) Spills that do contain blood or body fluids shall be disinfected by use of an EPA registered bactericidal, viricidal, fungicidal, and tuberculocidal disinfectant that is mixed and used according to the manufacturer's directions.

(State Board of Cosmetology Examiners; [820 IAC 3-1-6](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-1-7 Shampoo bowls, sinks

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 7. (a) A shampoo bowl or shampoo sink shall be used.

(b) **A shampoo bowl may not be located in a restroom.**

(c) The following shall be cleaned thoroughly and sanitized immediately after use:

(1) Shampoo boards.

(2) **(1)** Shampoo bowls.

(3) **(2)** Shampoo sinks.

(State Board of Cosmetology Examiners; [820 IAC 3-1-7](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 563; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-1-8 Clean hands; uniforms

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 8. (a) Each:

(1) cosmetologist;

(2) electrologist;

(3) manicurist;

(4) shampoo operator **esthetician**; and

(5) instructor or student in a cosmetology school;

shall wash his or her hands with soap and fresh water **or waterless hand sanitizer** before serving each

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customer.

(b) All:

(1) cosmetologists;

(2) electrologists; **and**

(3) manicurists; and shampoo operators

shall at all times, while serving customers, wear a clean, **opaque**, washable outer garment.

(c) All students in a cosmetology school shall at all times wear a clean, washable uniform of the same color and style established by the cosmetology school **for each course. The following are not acceptable elements of a uniform:**

(1) Sandals or other open footwear.

(2) Shorts.

- (3) Denim jeans. or
- (4) Skirts above the knee. are not acceptable elements of a uniform.
- (d) Student name badges shall be required as part of the uniform required by subsection (c).
- (e) All cosmetology school instructors and student instructors shall wear a clean, washable outer garment and badge identifying **the following**:

(1) **The** instructor's or student instructor's name. and identifying

(2) The instructor as an instructor or student instructor.

(State Board of Cosmetology Examiners; [820 IAC 3-1-8](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 564; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1488; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-1-9 Combs, brushes, and towels

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 9. (a) Each cosmetologist, or student in a cosmetology school, shall be required to have an adequate supply of combs, brushes, and towels in order to service the needs of patrons.

(b) An adequate supply under subsection (a) shall be no **not** fewer than twelve (12) towels.

(c) An adequate supply under subsection (a) shall be no **not** fewer than eight (8) combs and three (3) brushes.

(d) After each use on a customer, combs and brushes must be:

(1) thoroughly cleaned;

(2) **completely** immersed in an effective **EPA registered bactericide, viricide, and fungicide** disinfectant;

(3) rinsed in water and dried; and

(4) stored, until their next use, in a container which: **that**:

(A) is closed;

(B) is clean; and

(C) has nothing stored in it which **that** has not been disinfected.

(State Board of Cosmetology Examiners; [820 IAC 3-1-9](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 564; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

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820 IAC 3-1-10 Towels

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 10. (a) Clean towels shall be:

(1) used for each customer; **and**

(b) Clean towels shall be (2) stored in a **sanitary manner or in a** clean and closed cabinet or drawer.

(c) (b) Soiled towels shall be stored in a covered hamper.

(State Board of Cosmetology Examiners; [820 IAC 3-1-10](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-1-11 Hair capes, drapes, protective coverings

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 11. Whenever a haircloth **hair cape or drape** is used, a clean towel or other clean protection shall be placed around the customer's neck in such a manner to prevent the haircloth **hair cape or drape** from touching the skin.

(State Board of Cosmetology Examiners; [820 IAC 3-1-11](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1403, eff Apr 1, 1990; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-1-15 Manicurist; cleanliness

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 15. (a) All instruments **implements** used by a manicurist, or manicurist student in a cosmetology school, shall be sterilized **disinfected** prior to use on a customer.

(b) Sterilization **Disinfection procedures** required under subsection (a) shall be as follows:

(1) Before putting **nonporous implements** into a sterilizer, instruments **disinfectant, implements** shall be

precleaned using a clean cotton ball moistened with a low residue detergent and cool **soap and fresh water**. or a solution having at least seventy percent (70%) alcohol.

(2) After cleaning, instruments **implements** shall be rinsed thoroughly and dried.

(3) Sterilization **Nonporous implements** shall be accomplished by means of wet sterilizer, **fully immersed in an EPA registered bactericide, viricide, and fungicide disinfectant for ten (10) minutes** or according to manufacturer's specifications. **instructions.**

(4) **All porous nail files must be cleaned and sprayed with alcohol or bleach.**

(5) **Any porous nail file that has come in contact with blood, bodily fluids, or unhealthy skin or nails must be thrown away.**

(6) **All metal electric file drill bits must be disinfected with an EPA registered bactericide, viricide, and fungicide disinfectant; at least 70% isopropyl alcohol; or 10% bleach solution.**

(7) **All sandpaper electric file drill bits must be thrown away after one-time usage.**

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(c) A manicurist or manicurist student in a cosmetology school shall do the following:

(1) Wash hands in fresh water with germicidal soap **and fresh water or waterless hand sanitizer** immediately before serving each customer.

(2) Assure that the table where a customer is receiving manicuring services has been cleaned. with an antiseptic.

(3) Use a clean towel for each customer.

(4) Clean the foot bath and foot paddle with soap, water, and alcohol after each use.

(4) Manicure bowls and pedicure basins, tubs, and footbaths must be disinfected before serving each customer in the following manner:

(A) Remove all debris and wash the basin or tub.

(B) Spray the basin or tub with an EPA registered tubercularsidal [sic, tuberculocidal] bactericide, viricide, and fungicide disinfectant with contact of not less than ten (10) minutes or according to manufacturer's directions.

(5) Basins, tubs, or footbaths that circulate water (whirlpool tubs) must be disinfected after serving each customer in the following manner:

(A) Remove all debris and wash the basin, tub, or footbath.

(B) Fill with water and:

(i) an EPA registered tubercularsidal [sic, tuberculocidal] bactericide, viricide, and fungicide disinfectant; or

(ii) 10% bleach solution.

(C) Circulate at least ten (10) minutes.

(D) Do not use alcohol.

(6) Filter covers of basins, tubs, or footbaths that circulate water (whirlpool tubs) must be removed and cleaned daily with:

(A) an EPA registered bactericide, viricide, and fungicide disinfectant; or

(B) bleach.

(7) Screens to filter debris on basins, tubs, or footbaths that circulate water (whirlpool tubs) must be removed and cleaned daily.

(5) (8) Clean the hot mitten liners with soap and water after each use.

(6) (9) Clean the manicure bowl with an EPA registered tubercularsidal [sic, tuberculocidal] bactericide, viricide, and fungicide disinfectant soap, water, and alcohol after each use.

(7) (10) Use ventilation while using chemicals.

(d) Customers shall wash their hands with soap and water or waterless hand sanitizer before receiving manicure services.

(State Board of Cosmetology Examiners; 820 IAC 3-1-15; filed Dec 3, 1991, 11:00 a.m.: 15 IR 565; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 3-1-16 Manicurist equipment; salons

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 16. (a) Manicurist salons or cosmetology salons practicing manicuring shall have **at least** the following equipment:

(1) At least One (1) sink or bowl with hot and cold running water.

(2) At least One (1) manicuring table.

(3) At least Two (2) chairs.

(4) At least One (1) lamp.

(5) At least One (1) wet sterilizer. **disinfectant.**

- (6) At least One (1) manicure bowl.
- (7) At least One (1) foot bath. **dry sanitizer.**
- (8) At least One (1) closed cabinet or drawer for storage of clean towels.
- (9) At least One (1) closed hamper for storage of soiled towels.
- (10) At least One (1) covered waste receptacle.

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- (11) At least one (1) ventilator.
- (12) At least **(11)** Twelve (12) towels.
- (13) At least **(12)** One (1) pair of cuticle nippers.
- (14) At least one (1) pair of cuticle scissors.
- (15) At least **(13)** One (1) pair of fingernail clippers.
- (16) At least **(14)** One (1) pair of toenail clippers.
- (17) At least **(15)** Six (6) nail files.
- (18) At least one (1) box of emery boards.
- (19) At least one (1) pair of tweezers.
- (20) At least **(16)** One (1) nail brush.
- (21) At least **(17)** One (1) nail pusher.
- (18) If pedicure services are offered, one (1) pedicure basin, tub, or footbath.**

(22) At least one (1) foot file or paddle.

(23) At least one (1) three (3) way buffer or chamois.

(24) At least one (1) bottle of seventy percent (70%) isopropyl alcohol.

(b) Regardless of the minimum requirements established in subsection (a), manicuring salons or cosmetology salons practicing manicuring must have whatever additional equipment is needed to adequately serve their customers and otherwise comply with [IC 25-8](#) and this title.

(c) The use of razor devices to shave, reduce, or remove calluses or corns is prohibited.

(State Board of Cosmetology Examiners; [820 IAC 3-1-16](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-1-17 No pets; cosmetology schools, cosmetology salons, electrology salons, manicurist salons, and esthetic salons

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 17. (a) Cosmetology schools, cosmetology salons, electrology salons, **esthetician salons**, and manicurist salons are prohibited from allowing pets on the premises.

(b) Subsection (a) does not prohibit seeing eye dogs.

(b) In compliance with the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), animals classified as service animals under 28 CFR 36.104 are not prohibited from being on the premises.

(c) A person holding a cosmetology school or cosmetology salon license, electrology salon license, **esthetician salon** or a manicurist salon license shall display a sign at the entrance of the salon or school that states "no pets allowed".

(State Board of Cosmetology Examiners; [820 IAC 3-1-17](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

SECTION 18. [820 IAC 3-2-2](#) IS AMENDED TO READ AS FOLLOWS:

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

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Sec. 2. (a) Hot and cold running water shall be supplied.

(b) The water supply required in subsection (a) shall be connected

(1) with a pressure supply whenever it is available. or

(2) if a pressure supply is unavailable, with gravity tanks.

(State Board of Cosmetology Examiners; [820 IAC 3-2-2](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 566; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-2-4 Work units; covered waste receptacle

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 4. (a) There shall be at least one (1) covered waste receptacle for **located in** every work unit.

(b) As used in subsection (a), "work unit" refers to **the following**:

(1) Chairs **and** tables (other than waiting room chairs and tables). and

(2) Booths.

(State Board of Cosmetology Examiners; [820 IAC 3-2-4](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-2-9 Esthetics; cleanliness

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 9. (a) All instruments, including:

(1) forceps;

(2) comedone extractors;

(3) tweezers;

(4) brushes; and

(5) facial rollers;

used by an esthetician, or esthetics student in a cosmetology school, shall be sterilized prior to use on a customer.

(b) Sterilization required under subsection (a) shall be as follows:

(1) Instruments shall be:

(A) washed in a low residue detergent and rinsed prior to sterilization; **and**

(2) Instruments shall be cleaned by cold sterilization (B) **disinfected** using an effective **EPA registered bactericide, viricide, and fungicide** disinfectant, used according to manufacturer's instructions.

(3) (2) High frequency wands shall be cleaned using an effective **EPA registered bactericide, viricide, and fungicide** disinfectant, used according to manufacturer's instructions.

(4) (3) Forceps, tweezers, and comedone extractors shall be sterilized using a steam autoclave or a dry heat sterilizer.

(5) (4) All instruments, other than those instruments under subdivision (4) (3), shall be sterilized **or disinfected** by means of: a

(A) **an EPA registered bactericide, viricide, and fungicide** disinfectant;

(B) a steam autoclave **using fifteen (15) pounds of pressure for thirty (30) minutes at 250 degrees or follow manufacturer's instructions**; or

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(C) a dry heat sterilizer.

(6) (5) Sterilization shall be accomplished by placing instruments in one (1) or both of the following:

(A) A cold sterilizer using an effective disinfectant, according to manufacturer's instructions.

(B) (A) A steam autoclave sterilizer in which the instruments are subjected to saturated steam of the pressure of fifteen (15) pounds per square inch for thirty (30) minutes at two hundred fifty (250) degrees Fahrenheit. (250° F).

(C) (B) A dry heat sterilizer in which instruments are heated for two (2) hours at three hundred forty (340) degrees Fahrenheit. (340° F).

(c) An esthetician, or esthetics student in a cosmetology school, shall do the following:

(1) Wash his or her hands in fresh water with germicidal soap (antimicrobial) immediately before serving each customer.

(2) When extracting blackheads, milia, or comedones, wear protective gloves, which must be disposed **of** after use during the **providing the** service of one (1) **to a** customer.

(3) **When waxing, wear protective gloves, which must be disposed of after providing the service to a customer, and use a new applicator for each application of wax.**

(d) The chair and table where a customer is receiving esthetician services shall have clean coverings.

(e) There shall be a secured draping between the esthetician or esthetics student in a cosmetology school and the customer during an esthetics session.

(f) All disposable items, including:

(1) cotton swabs;

(2) tissues;

(3) tongue depressors;

(4) spatulas; and

(5) cellulose sponges;

(6) plastic or saran wraps; and

(7) gauze;

used by an esthetician or esthetics student in a cosmetology school shall be disposed of after serving a customer.

(g) Spatulas shall be used by An esthetician or an esthetics student in a cosmetology school in dispensing

shall dispense all products in a sanitary manner using:

- (1) spatulas;
- (2) pumps; or
- (3) other sanitary devices.

(h) Lancets used by an esthetician or an esthetics student in a cosmetology school shall be disposed of in a lancet safety device (waste container) after serving a customer.

(State Board of Cosmetology Examiners; [820 IAC 3-2-9](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 567; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 3-2-15 Disinfectant

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 15. There shall be at least one (1) container of effective **an EPA registered bactericide, viricide, and fungicide** disinfectant on the premises.

(State Board of Cosmetology Examiners; [820 IAC 3-2-15](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

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820 IAC 3-2-16 Towels, storage

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 16. There (a) **Clean towels** shall be: at least one (1) closed cabinet for storage of clean linens on the premises.

(1) **used for each customer; and**

(2) **stored in a sanitary manner.**

(b) **Soiled towels shall be stored in a covered hamper.**

(State Board of Cosmetology Examiners; [820 IAC 3-2-16](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 568; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-1-1 Courses offered

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 1. (a) Cosmetology schools may **do the following**:

(1) Offer courses in one (1) or more of the following:

(1) **(A)** Cosmetologist training for individuals attempting to obtain the education required by [IC 25-8-9-3\(3\)](#).

(2) **(B)** Manicurist training for individuals attempting to obtain the education required by [IC 25-8-11-4\(3\)](#).

(3) Shampoo operator training for individuals attempting to obtain the education required by [IC 25-8-12-3\(3\)](#).

(4) **(C)** Electrologist training for individuals attempting to obtain the education required by [IC 25-8-10-3\(2\)](#).

(5) **(D)** Instructor training for individuals attempting to obtain the education required by [IC 25-8-6-3\(4\)](#).

(6) **(E)** Esthetician training for individuals attempting to obtain the education required by [IC 25-8-12.5-4\(3\)](#).

(b) Cosmetology schools may **(2)** Enroll students for more than the number of hours required by [IC 25-8](#) and this article.

(c) Cosmetology schools may **(3)** Offer courses to licensees in order to provide advanced training.

(State Board of Cosmetology Examiners; [820 IAC 4-1-1](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; filed May 4, 2001, 11:16 a.m.: 24 IR 2684; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-1-2 Enrolling students

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 2. (a) Cosmetology schools are prohibited from enrolling students who do not meet the educational requirements for licensure unless they advise the student that he or she must obtain the education before he or she can obtain a license.

(b) The educational requirements referred to in subsection (a) are those required by statute for particular licenses as follows:

(1) For instructor licenses in [IC 25-8-6-3\(2\)](#).

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(2) For cosmetologist licenses in [IC 25-8-9-3\(2\)](#) (subject to **the** waiver provisions of [IC 25-8-9-4](#)).

(3) For manicurist licenses in [IC 25-8-11-4\(2\)](#).

(4) For shampoo operator licenses in [IC 25-8-12-3\(2\)](#).

(5) **(4)** For esthetician licenses in [IC 25-8-12.5-4\(2\)](#).

(State Board of Cosmetology Examiners; [820 IAC 4-1-2](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1404, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 569; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-1-7 Records

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 7. Cosmetology schools shall retain records for each student, which must include the following:

(1) Hours of school attendance.

(2) Grades awarded.

(3) Time records.

(4) **The** progress book. **report.**

(State Board of Cosmetology Examiners; [820 IAC 4-1-7](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-1-9 Record retention

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 9. Cosmetology schools shall retain student records for no **not** fewer than seven (7) **five (5)** years, which shall include the following:

(1) Hours of school attendance.

(2) Grades awarded.

(3) **The** progress book. **report.**

(State Board of Cosmetology Examiners; [820 IAC 4-1-9](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1405, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-1-11 Graduation defined

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8-5-4](#); [IC 25-8-9-3](#)

Sec. 11. A student shall be deemed to have graduated from a cosmetology school (having completed the educational requirements established by [IC 25-8-9-3\(3\)](#)) when all of the following have occurred:

(1) When one (1) of The following education requirements have been **student has** completed **at least the:**

(A) At least the one thousand five hundred (1,500) hours as **of education** required by [820 IAC 4-4-4](#);

(B) At least the four hundred fifty (450) hours as **of education** required by [820 IAC 4-4-5](#);

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(C) At least the three hundred (300) hours as required by [820 IAC 4-4-6](#).

(D) At least the **(C)** three hundred (300) hours as **of education** required by [820 IAC 4-4-7](#);

(E) At least the **(D)** seven hundred (700) hours as **of education** required by [820 IAC 4-4-7.1](#); **or**

(F) At least the **(E)** one thousand (1,000) hours as **of education** required by [820 IAC 4-4-7.2](#).

(2) The student has passed all required examinations.

(3) All money owed by the student to the school has been paid.

(State Board of Cosmetology Examiners; [820 IAC 4-1-11](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 570; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; filed May 4, 2001, 11:16 a.m.: 24 IR 2685; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed Sep 30, 2003, 11:30 a.m.: 27 IR 515; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-1-14 Copy of laws and rules to student

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 14. Cosmetology schools shall provide a copy of the state board of cosmetology examiners' licensing laws and rules to each student upon enrollment. **This requirement may be satisfied by supplying each**

student with the Internet address through which the statutes and rules can be accessed online.

(State Board of Cosmetology Examiners; [820 IAC 4-1-14](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-2-1 Size and separation

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 1. (a) The only businesses permitted in a cosmetology school is **are** the teaching of cosmetology and barbering. Any other business operation must be:

(1) separated by a solid wall from ceiling to floor, with no openings; and must be

(2) accessed only by a separate outside entrance.

(b) Cosmetology schools shall contain at least three thousand (3,000) square feet **of usable space**.

(c) Subsection (b) shall not apply to any cosmetology school licensed before July 1, 2001. However, cosmetology schools which **that** were licensed before July 1, 2001, and have less than three thousand (3,000) square feet may not reduce their square footage. Cosmetology schools which **that** were licensed before July 1, 2001, and have more than three thousand (3,000) square feet may not reduce their sizes to less than three thousand (3,000) square feet.

(State Board of Cosmetology Examiners; [820 IAC 4-2-1](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1004; filed May 4, 2001, 11:16 a.m.: 24 IR 2686; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-2-2 Facilities

Authority: [IC 25-8-3-23](#)

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Affected: [IC 25-8-5](#); [IC 25-8-14](#)

Sec. 2. (a) Cosmetology schools shall have the following:

(1) A student lounge.

(2) A locker room for students with a locker for each student enrolled.

(3) Separate **At least two (2)** restrooms. for men and women.

(4) A waiting area with seating capacity for at least eight (8) individuals.

(5) Cloak space for the general public to accommodate twenty (20) people. This space shall be in addition to that provided to students.

(6) At least one (1) classroom with a seating capacity for not fewer than twenty (20) students.

(7) A classroom of sufficient size to accommodate worktables, mannequins, and any other equipment required for the courses taught for at least twenty (20) students. This classroom must be separate from any other area or any other activities of the school that take place.

(8) A laboratory area of sufficient size to accommodate the equipment, in kind and number, specified for each cosmetology discipline taught. If the school also teaches barbering, the laboratory must be of sufficient size to also accommodate the equipment required by the laws regulating that profession.

(9) Ventilation to provide for proper heating and cooling and exhaust of fumes.

(10) A sign visible at the main entrance of the school designating:

(A) the name of the school; and

(B) that the establishment is a cosmetology school licensed by the state board of cosmetology examiners under [IC 25-8](#).

If a school also teaches barbering, it must comply with the sign requirements in [816 IAC 1-2-3](#).

(11) A visible sign posted inside the school notifying customers of the school that cosmetology and, if applicable, barbering services are done by students.

(12) A school seal designating the name of the school. If a person holds more than one (1) cosmetology school license, each cosmetology school shall be required to have a seal.

(13) A time clock or computer which **that** will accurately record the date or day and hours that each student spends in attendance at the school.

(14) A visible sign posted at the entrance of the cosmetology school that indicates "no pets allowed".

(b) The student lounge and locker room required in subsection (a) may be separate or combined.

(c) The restrooms required in subsection (a) shall be located within the three thousand (3,000) square foot area required by section 1(b) of this rule.

(State Board of Cosmetology Examiners; [820 IAC 4-2-2](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1406, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 571; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1004; filed May 4, 2001, 11:16 a.m.: 24 IR 2686; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-2-3 Equipment

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 3. Cosmetology schools shall have **at least** the following equipment, which shall be maintained in good working condition:

(1) At least One (1) fire-resistant and two (2) metal locked filing cabinets for records of enrolled students. If a school uses computerized records, it must maintain a backup for those records. The backup of the records must be removed from the school or stored in a fireproof safe.

(2) At least One (1) wet sterilizer **disinfectant container containing an EPA registered bactericide, viricide, and fungicide disinfectant** for each dresserette or worktable **workstation** in use.

(3) At least One (1) electric dry sterilizer **sanitizer** for each twenty (20) students present.

(4) At least Four (4) shampoo chairs and four (4) shampoo bowls with hot and cold running water.

(5) At least Two (2) reclining facial chairs which **that** are capable of supporting both the head and feet to be placed in an enclosed or screened area. and to be used for facials only.

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(6) At least One (1) facial supply cabinet containing **the following**:

(A) Astringents.

(B) Lotions.

(C) Creams.

(D) Makeup. and

(E) Other necessary supplies for facials.

(7) At least Fifteen (15) hair dryers of which at least ten (10) **five (5)** must be stationary, hooded dryers.

(8) At least Twenty (20) work dresserettes **workstations** with mirror. **mirrors**.

(9) Closed cabinets equipped for storing clean towels to be used on customers. **The** cabinets shall have storage space for ten (10) dozen towels for every twenty (20) students present in class.

(10) At least One (1) covered soiled towel container per ten (10) students.

(11) At least Ten (10) disposal cans with covers, placed at convenient locations throughout the school.

(12) Sanitary drinking water facilities.

(13) At least Two (2) manicuring tables and at least two (2) stools.

(State Board of Cosmetology Examiners; 820 IAC 4-2-3; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 572; filed Oct 31, 1997, 8:45 a.m.: 21 IR 1005; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 4-2-5 Cosmetology tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 5. (a) No **Not** later than the completion of the first two hundred fifty (250) hours **of education**, cosmetology schools shall furnish **the following to** each student enrolled in cosmetologist training:

(1) A tool case.

(2) Textbooks. and

(3) Workbooks.

(b) The tool case required by subsection (a) shall be a cosmetology tool case that shall not be less than thirteen and three-eighths (13 3/8) inches long by eight and one-fourth (8 1/4) inches wide by eight and one-fourth (8 1/4) inches deep or more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.

(c) **(b)** The tool case required by subsection (a) shall include at least the following:

(1) Six (6) dozen rollers.

(2) One (1) razor.

(3) Eight (8) combs.

(4) Three (3) brushes.

(5) One (1) **Two (2)** shampoo cape. **cap**es.

(6) One (1) pair of scissors.

(7) One (1) hair net.

(8) **(7)** One (1) pair of nippers.

(9) **(8)** One (1) **nonporous** nail file.

(10) **(9)** One (1) box **of** emery boards.

(11) **(10)** One (1) nail pusher.

(12) **(11)** One (1) manicure bowl.

(13) **(12)** One (1) nail brush.

(14) **(13)** One (1) box of clippies. **hair clips.**

(d) **(c)** The items required to be furnished to students under this section shall become the personal property of the students to be used in their training.

(State Board of Cosmetology Examiners; [820 IAC 4-2-5](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1407, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 573; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted Indiana Register

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filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-2-6 Esthetics equipment

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 6. Cosmetology schools which **that** offer a course in esthetics shall have **at least** the following equipment in good working condition located in a separate room for **the** use of esthetics students:

(1) At least One (1) utility table for each facility treatment chair or hydraulic treatment chair. or, Alternatively, one (1) continuous countertop may be used for every two (2) students.

(2) At least One (1) esthetician's stool for every two (2) students.

(3) At least One (1) facial vaporizer for every two (2) students.

(4) At least one (1) pulverizer spray.

(5) At least **(4)** One (1) galvanic disencrustation/ionization current apparatus or faradic and sinusoidal apparatus for every eight (8) students.

(6) At least **(5)** One (1) high frequency apparatus for every four (4) students.

(7) At least one (1) heating mask.

(8) At least **(6)** One (1) heating mitts.

(9) At least one (1) infrared lamp.

(10) At least **(7)** One (1) Wood's lamp.

(11) At least **(8)** One (1) hands-free magnification lamp per facial treatment chair, table, or hydraulic treatment chair. **for every two (2) students.**

(12) At least **(9)** One (1) electric wax heater.

(13) At least **(10)** One (1) utility table for each facial treatment chair, table, or hydraulic treatment chair.

Alternatively, one (1) continuous countertop may be used.

(14) At least one (1) table for machines.

(15) At least **(11)** One (1) facial bowl or sink per facial treatment chair, table, or hydraulic treatment chair.

(16) At least **(12)** One (1) cold sterilizer. **EPA registered tubercularsidal [sic, tuberculocidal] bactericide, viricide, and fungicide disinfectant.**

(17) At least **(13)** One (1) steam autoclave sterilizer or at least one (1) dry heat sterilizer.

(18) At least **(14)** One (1) closed cabinet for clean linens.

(19) At least **(15)** One (1) covered hamper for solid **soiled** linens per work unit.

(20) At least **(16)** One (1) covered waste receptacle per work unit.

(21) At least **(17)** One (1) facial **esthetic services** supply cabinet containing **the following:**

(A) Astringents.

(B) Lotions.

(C) Creams. Makeup. and

(D) Other necessary supplies for facials.

(22) At least **(18)** One (1) lancet safety device (waste container).

(19) One (1) box of disposable lancets.

(State Board of Cosmetology Examiners; [820 IAC 4-2-6](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 573; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-2-7 Esthetics tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 7. (a) No **Not** later than the completion of the first eighty (80) hours, cosmetology schools shall furnish **the following to** each student enrolled in esthetician training:

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(1) An esthetician tool case.

(2) A cosmetic case.

(3) Textbooks. and

(4) Workbooks.

(b) The tool case required by subsection (a) shall be an esthetics tool case that shall not be less than thirteen

and three-eighths (13 3/8) inches long by eight and one-fourth (8 1/4) inches wide by eight and one-fourth (8 1/4) inches deep or more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.

(c) **(b)** The esthetician tool case required by subsection (a) shall include **at least** the following:

- (1) At least six (6) towels.
- (2) At least **(1) Two** (2) headbands or plastic caps.
- (3) At least **(2) One** (1) jar of cold wax.
- (4) At least **(3) Twelve** (12) wax gauze strips.
- (5) At least **(4) Twelve** (12) tongue depressors.
- (6) At least **(5) Twelve** (12) spatulas.
- (7) At least **(6) Twelve** (12) cotton tipped applicators.
- (8) At least one (1) box of tissues.
- (9) At least three (3) pair **(7) One (1) box** of rubber **protective** gloves.
- (10) At least **(8) Two** (2) comedone extractors.
- (11) At least **(9) Twelve** (12) lancets.
- (12) At least **(10) One** (1) toner (spray bottle).
- (13) At least **(11) Two** (2) small mixing bowls.
- (14) At least **(12) One** (1) bottle of disinfectant for hands. **waterless hand sanitizer.**
- (15) At least **(13) One** (1) container with an effective **EPA registered tubercularsidal** [*sic, tuberculocidal*] **bactericide, viricide, and fungicide** disinfectant solution for implements.
- (16) At least **(14) One** (1) bottle of cleansing milk. **cleanser.**
- (17) At least **(15) One** (1) bottle of massage cream.
- (18) At least **(16) One** (1) bottle penetrating cream or lotion. **of moisturizer.**
- (19) At least **(17) One** (1) cotton roll.
- (20) At least **(18) Twelve** (12) sponges.
- (21) At least **(19) One** (1) pair of tweezers.
- (22) At least **(20) One** (1) mirror.
- (23) At least **(21) One** (1) brow brush.
- (24) At least **(22) One** (1) jar of sluffing agent (cream). **exfoliant.**
- (25) At least one (1) jar of petroleum jelly.
- (26) At least one (1) lash tint/eye drops (saline).
- (27) At least one (1) bottle of three percent (3%) hydrogen peroxide solution.
- (28) At least **(23) One** (1) jar of mask.
- (29) At least one (1) trash bag for soiled items.
- (30) At least **(24) One** (1) lancet safety device (waste container).

(d) **(c)** The cosmetic case required by subsection (a) shall include **at least** the following:

- (1) At least Two (2) makeup sponges.
- (2) At least Six (6) disposable lip brushes.
- (3) At least Two (2) eyeliner brushes.
- (4) At least Four (4) shadow brushes.
- (5) At least Two (2) blush brushes/powder brushes and at least two (2) powder brushes.
- (6) At least One (1) concealer.
- (7) At least Two (2) foundations of different color.
- (8) At least One (1) powder.
- (9) At least One (1) powder brow/brow pencil.
- (10) At least Six (6) disposable mascara wands.
- (11) At least Two (2) each of light, medium, and dark eye shadow.
- (12) At least Six (6) lip pencils of different color.
- (13) At least Six (6) lipsticks.
- (14) At least Two (2) contour blushes of different color.
- (15) At least Two (2) highlight blushes of different color.

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(e) **(d)** The items required to be furnished to students under this section shall become the personal property of the students to be used in their training.

(State Board of Cosmetology Examiners; [820 IAC 4-2-7](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 574; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-2-8 Manicurist tool case; textbooks and workbooks

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8-5](#)

Sec. 8. (a) No **Not** later than completion of the first forty (40) hours, cosmetology schools shall furnish **the**

following to each student enrolled in manicurist training:

(1) A manicurist tool case.

(2) Textbooks. and

(3) Workbooks.

(b) The tool case required by subsection (a) shall be a manicurist tool case that shall not be less than ten (10) inches long by seven and one-half (7 1/2) inches wide by seven (7) inches deep nor more than fifteen (15) inches long by ten (10) inches wide by nine (9) inches deep.

(c) **(b)** The manicurist tool case required by subsection (a) shall include **at least** the following:

(1) At least One (1) pair of cuticle nippers.

(2) At least One (1) nail pusher.

(3) At least One (1) box of emery boards. **porous nail files.**

(4) At least One (1) **nonporous** nail file.

(5) At least one (1) pair of tweezers.

(6) At least one (1) pair of cuticle scissors.

(7) At least **(5)** One (1) nail brush.

(8) At least **(6)** One (1) manicure bowl.

(d) **(c)** The items required to be furnished to students under this section shall become the personal property of the students to be used in their training.

(State Board of Cosmetology Examiners; 820 IAC 4-2-8; filed Dec 3, 1991, 11:00 a.m.: 15 IR 574; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 4-2-9 Electrology tool case; textbooks and workbooks

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 9. (a) No **Not** later than the completion of the first forty (40) hours, the cosmetology schools shall furnish **the following to** each student enrolled in electrology training:

(1) An electrology tool case.

(2) Textbooks. and

(3) Workbooks.

(b) In the teaching of theory and practice in electrology, schools shall use one (1) or more textbooks which **that** sufficiently address issues in the practice of electrology as it currently exists.

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(c) A textbook which **that** meets this requirement is the Compendium of Study, American Electrology Association, revised November 1991.

(d) The tool case required by subsection (a) shall be an electrology tool case that shall not be less than thirteen and three-eighths (13 3/8) inches long by eight and one-fourth (8 1/4) inches wide by eight and one-fourth (8 1/4) inches deep nor more than eighteen (18) inches long by sixteen (16) inches wide by seven (7) inches deep in size.

(e) **(d)** The electrology tool case shall include **at least** the following:

(1) At least Twelve (12) two-part needles.

(2) At least Twelve (12) insulated needles.

(3) At least Twelve (12) tapered needles.

(4) At least Twelve (12) bulbous needles.

(5) At least Three (3) pair of "H" forceps.

(6) At least Three (3) pair of "OC" forceps.

(7) At least Three (3) pair of "M3C" forceps.

(8) At least One (1) facemask.

(9) At least One (1) pair of eye goggles.

(10) At least Twenty-five (25) client history cards.

(11) At least One (1) pair of magnifying glasses.

(12) At least One (1) pair of scissors.

(13) At least One (1) puncture-proof sharps container.

(14) At least One (1) roll of autoclave tubing or at least one (1) roll of dry heat tubing.

(15) At least One (1) roll of autoclave or dry heat indicator tape.

(16) At least Two (2) spore tests.

(f) **(e)** The items required to be furnished to students under this section shall become the personal property of the students to be used in their training.

(State Board of Cosmetology Examiners; 820 IAC 4-2-9; filed Dec 3, 1991, 11:00 a.m.: 15 IR 575; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2417; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 4-4-1 Scope of rule; compliance with hours required

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8-5; IC 25-8-14

Sec. 1. (a) This rule establishes the requirements for the education for students in cosmetology schools being trained as **the following**:

- (1) Cosmetologists.
- (2) Manicurists. shampoo operators,
- (3) Electrologists.
- (4) Estheticians. and
- (5) Instructors.

(b) Cosmetology schools and their students must comply with the hour requirements as presented in detail in sections 4 through 7 of this rule. Credit hours may not be given for any hours not spent as provided for in sections 4 through 7 of this rule.

(State Board of Cosmetology Examiners; [820 IAC 4-4-1](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

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820 IAC 4-4-2 Cosmetology courses

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 2. (a) Section 4 of this rule establishes the curriculum for cosmetologist training.

(b) Section 5 of this rule establishes the curriculum for manicurist training.

(c) Section 6 of this rule establishes the curriculum for shampoo operator training.

(d) **(c)** Section 7 of this rule establishes the curriculum for electrologist training.

(e) **(d)** Section 7.1 of this rule establishes the curriculum for esthetician training.

(f) **(e)** Section 7.2 of this rule establishes the curriculum for instructor training.

(g) **(f)** In sections 4 through 7.2 of this rule:

(1) the first column in each section states the subject matter of training;

(2) the second column lists the number of hours required in classroom theory training and demonstration practice;

(3) the third column lists the number of hours of actual practice required for each student; **and**

(4) the fourth column lists the total number of hours of training required in each subject.

(h) **(g)** The hours required in classroom theory training identified in subsection (g) is **(f)** **are** defined as a systematically organized knowledge of a system of facts, accepted principles, laws, and rules of procedure devised to:

(1) analyze;

(2) predict;

(3) explain; or

(4) demonstrate;

the nature of a particular subject matter of training. Such a system is distinguished from actual practice.

(State Board of Cosmetology Examiners; [820 IAC 4-4-2](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1408, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-4-4 Specific curriculum for cosmetologists

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8-5; IC 25-8-14

Sec. 4. (a) The following are the requirements for cosmetologist training:

Theory and **Sanitation and Total**

Subject Demonstration

Practice

Actual Practice Hours

Hair cutting 100 150 **175** 250 **275**

Sanitation 40 40

Statute **Statutes** and rules 10 10

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Salesmanship 5 5 10

Management 10 10
 Manicuring 5 20 **25 25 30**
 Pedicuring 5 15 20
 Hair removal (waxing) 5 10 15
 Eyebrow
 Upper lip
 Chin area
 Anatomy and physiology 5 5
 Skin 5 5
 Hair 5 5
 Electricity 5 5
 Chemistry 10 10
 Shampooing 5 30 35
 Scalp treatments **performances** 10 25 **10 35 20**
 Facials and makeup 20 35 **45 55 65**
 Hair coloring 40 60 **150 100 190**
 Temporary
 Semipermanent
 Permanent
 Bleaching
 Frosting
 Permanent waving and chemical relaxing **Texture**
services
 70 300 **250 370 320**
 Hair styling 70 210 280
 Includes wet and thermal sets, hair waving, hair
 pressing, hair braiding, and finger waves
 Discretionary hours 215 **150 215 150**
 Totals 640 **575 860 925** 1,500

(b) Students shall be required to complete no **not** fewer than the number of actual practice performances provided for in the progress book **report** required by section 10 of this rule.

(c) All:

- (1) manicures;
- (2) pedicures;
- (3) facials; and
- (4) scalp treatments; **and**
- (5) **shampoos**;

must be done on live models. At least fifty **twenty-five** percent (50%) (**25%**) of the other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of two hundred (200) hours. Customers shall be rotated according to students' needs for practice on live models.

(State Board of Cosmetology Examiners; 820 IAC 4-4-4; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Oct 27, 1993, 9:00 a.m.: 17 IR 393; filed May 4, 2001, 11:16 a.m.: 24 IR 2687; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 4-4-5 Specific curriculum for manicurists

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8

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Sec. 5. (a) The following are the requirements for manicurist training:

Theory and **Sanitation and Total**

Subject Demonstration

Practice Actual Practice Hours

Sanitation 40 40

Anatomy and disorders 25 25

Statutes and rules 10 10

Nail techniques **with sanitation** 40 **30 160 200 190**

(1) Basic preparation

Tips

Sculptures

Overlays

(2) Product application

Fiberglass

Gel nails

Nail wrapping

Acrylic nails

Manicuring 10 50 60

Pedicuring 10 25 35

Chemistry 10 10

Salesmanship 5 10 15

Electric drill/file 10 10 20

Discretionary hours 35 **45** 35 **45**

Totals 195 255 450

(b) Students shall be required to complete no **not** fewer than the number of actual practice performances provided for in the progress book **report** required by section 14 of this rule.

(c) The nails on two (2) hands or two (2) feet constitutes **constitute** one (1) performance of a manicure or pedicure. All:

(1) manicures;

(2) pedicures; and

(3) nail techniques;

must be done on live models.

(d) Students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models.

(State Board of Cosmetology Examiners; [820 IAC 4-4-5](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1409, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 576, eff Jan 1, 1992 [[IC 4-22-2-36](#) suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Oct 27, 1993, 9:00 a.m.: 17 IR 393; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1489; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed May 17, 2002, 1:15 p.m.: 25 IR 3178; errata filed Nov 15, 2002, 3:37 p.m.: 26 IR 1109; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-4-7 Specific curriculum for electrologists

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 7. (a) The following are the requirements for electrology training:

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Theory and **Sanitation and Total**

Subject Demonstration

Practice Actual Practice Hours

Introduction to electrology 3 3

(1) Overview of school program

(2) State laws and rules

(3) Hair removal: past and present permanent, temporary, electronic tweezers, and laser

Infection control 35 35

(1) Microbiology

(2) Personal hygiene

(3) Hand washing

(4) Sanitation

(5) Antisepsis

(6) Disinfection

(7) Sterilization (a minimum of two (2) hours must be actual manual use of sterilization equipment (steam autoclave or dry heat, or both) sterilized by each student)

(8) Aseptic techniques

(9) Immunology

(10) Human immunodeficiency virus (HIV), hepatitis, and herpes

Basic electricity 5 5

Basic chemistry 2 2

Causes of hair growth 8 8

(1) Terminology

(2) Hair growth stimulation

(3) Causes of excess hair

(4) The endocrine system

(5) The role of puberty, pregnancy, and menopause

Anatomy and physiology 20 20

(1) Cells, metabolism, and body systems

(2) Human anatomy

Understanding electrolysis treatments 22 22

(1) Electrolysis equipment and accessories operation, care, and maintenance

(2) Techniques and procedures

(3) Variables: needles, intensity, timing, and insertions

(4) Effects of maltreatment

(5) Contraindications

Modalities of electrolysis

(1) Single needle electrolysis 8 24 32

(2) Multiple needle electrolysis 9 30 39

(3) Manual thermolysis 8 20 28

(4) Automatic thermolysis 9 25 34

(5) The blend 20 40 60

Professional considerations 5 5

(1) Professional image projection

(2) Your personality and human relations

(3) Ethical issues and legal issues

(4) Business principles and practices

Clinical learning experiences 7 7

(1) Interpersonal skills: stress management and relaxation techniques

(2) Health history assessment

(3) Consultation

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(4) Contraindications

(5) Pretreatment and posttreatment care

(6) Practice on all body parts

(7) Side effects, tissue injury, and complications

(8) Treatment records

Totals 125 **161** 175 **139** 300

(b) Students shall be required to complete no **not** fewer than the number of actual practice performances provided for in the progress book **report** required by section 12 of this rule.

(c) All electrolysis services must be done on live models.

(d) Students shall not work on customers of the cosmetology school until they have completed a total of forty (40) hours. Customers shall be rotated according to students' needs for practice on live models.

(State Board of Cosmetology Examiners; 820 IAC 4-4-7; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 577, eff Jan 1, 1992 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #91-87 was filed Dec 3, 1991.]; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2418; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1490; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 4-4-7.1 Specific curriculum for estheticians

Authority: IC 25-8-3-23; IC 25-8-5-4

Affected: IC 25-8

Sec. 7.1. (a) An esthetician curriculum shall be a minimum course of seven hundred (700) hours of instruction in the theory and practice of esthetics consisting of the following:

Theory and **Sanitation and Total**

Subject Demonstration

Practice Actual Practice Hours

Chemistry of skin care 15 25 40

Physiology and dermatology **histology** 30 30 60

(1) Anatomy

(2) Skin and gland structure and function

(3) Conditions and disorders of skin

(4) Histology of skin; cells and tissue

Bacteriology, sterilization, and sanitation **disinfection,**

sterilization, and sanitation 15 20 35

(1) Personal hygiene

(2) Public health

(3) Sanitation, and **disinfection, and** sterilization

(4) Methods and procedures

Introduction and operation to skin care machinery 20 70 **30 90 50**

(1) Types of current

(2) Purpose and effects

Introduction to skin care 15 30 45

(1) Facial structure

(2) Skin diagnose **analysis**

(3) Patron appointments and consultation

Skin care 35 120 155

(1) Massage and cleansing procedures

(2) Movements in facial massage manipulations

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(3) Mask and packs

(4) Massage and cleansing hands and feet (credit will not be allowed for manicures and pedicures)

(5) Extraction technique

Makeup 15 35 **40 50 55**

(1) Contouring

(2) Application

(3) Color accent

(4) Purpose and effects

(5) Supplies and implements

(6) Preparation and procedures

(7) Eyelash application

Eyebrows and eyelashes 10 30 40

(1) Arching

(2) Eyelash application

Hair removal (superfluous hair) 10 **15 30 55 40 70**

Tweezing, waxing, and depilatories

(1) Eyebrow arching

(1) **(2)** Lip, chin, and face

(2) **(3)** Leg

(4) Body areas

Introduction to advanced spa techniques 10 15 25

(1) Exfoliation techniques

(2) Advanced techniques

Safety precautions 5 15 20

(1) In skin care

(2) Machinery (electrical)

(3) Facial treatments

(4) Makeup

Professional and personality development 20 20

(1) Professional ethics and practices

(2) Personality development

(3) Personal attitude and image

Management 25 25

Salesmanship, marketing, **salon management,** and retailing 5 **25 20 25 45**

(1) Salon development

(2) Insurance

(3) Client records

State statute **statutes** and rules 10 10

Discretionary hours 45 **70**

Total 230 425 **400** 700

(b) Students shall be required to complete no **not** fewer than the number of actual practice performances provided for in the progress book **report** required by section 11 of this rule.

(c) All:

(1) acne treatments;

(2) makeup applications;

(3) **advanced techniques**; and all

(4) waxing;

must be done on live models. At least fifty percent (50%) of other services must be done on live models.

(d) The actual practice not described in subsection (c) may be on actual customers of the cosmetology school. However, students shall not work on customers of the cosmetology school until they have completed a total of ninety (90) hours. Customers shall be rotated according to students' needs for practice on live models.

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(State Board of Cosmetology Examiners; [820 IAC 4-4-7.1](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 577; filed Jun 7, 1993, 10:00 a.m.: 16 IR 2419; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1491; filed May 4, 2001, 11:16 a.m.: 24 IR 2688; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-4-8 School examinations

Authority: IC 25-8-3-23

Affected: IC 25-8-5; IC 25-8-14

Sec. 8. (a) Cosmetology schools shall give their students examinations in each of the subjects required in a particular course as listed in sections 4 through 7.2 of this rule. Discretionary hours shall not be considered a subject.

(b) Cosmetology schools may cover more than one (1) subject per examination.

(c) The passing score for each of these examinations shall be **at least** seventy-five percent (75%).

(State Board of Cosmetology Examiners; [820 IAC 4-4-8](#); filed Feb 23, 1990, 5:00 p.m.: 13 IR 1410, eff Apr 1, 1990; filed Dec 3, 1991, 11:00 a.m.: 15 IR 579; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1492; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-4-10 Student progress report for cosmetology

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 10. (a) Students in cosmetologist training shall perform no **not** fewer than the number of performances of actual practice hours required by the student progress book. **report**.

(b) It is the purpose of the progress book **report** that the student, cosmetology school, and board may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book **report** up to date.

(d) The progress book **report** reads as follows:

OFFICIAL STUDENT

PROGRESS BOOK **REPORT**

TRAINING IN

COSMETOLOGY

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STATE OF INDIANA

BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK REPORT

(1) All students enrolling in cosmetology training shall be permitted to review this progress book **report**, which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a cosmetologist license. **graduation**.

(2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.

(3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or

instructor trainee, who oversees the performance. All projects are to be checked for accuracy and **sanitation**. Credit **is** given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), or "M" for mannequin. A pencil cap rubber stamp, or pen written initials (first and last initials) of the instructor, **or electronic records** are both acceptable methods of marking.

(4) **The** number of performances on mannequin, patron, or student may be determined by each school subject to the requirements of section 4 of this rule.

(5) Overages in any area may not be applied to any other area.

(6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.

(7) All projects are to be recorded as one (1) project marked for one (1) project completed.

(8) The progress book **report** must never be taken home by the student and must remain in the school at all times.

(9) The requirements of this progress book **report** are minimum requirements. A school may require more actual performances than those prescribed in this book. **report**.

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Hair Styling (400 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 31 32 33 34 35 36 37 38 39

40 41 42 43 44 45 46 48 49 50 51 52 53

54 55 56 57 58 59 60 61 62 63 64 65 66

67 68 69 70 71 72 73 74 75 76 77 78 79

80 81 82 83 84 85 86 87 88 89 90 91 92

93 94 95 96 97 98 99 100 101 102 103 104 105

106 107 108 109 110 111 112 113 114 115 116 117 118

119 120 121 122 123 124 125 126 127 128 129 130 131

132 133 134 135 136 137 138 139 140 141 142 143 144

145 146 147 148 149 150 151 152 153 154 155 156 157

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171 172 173 174 175 176 177 178 179 180 181 182 183

184 185 186 187 188 189 190 191 192 193 194 195 196

197 198 199 200 201 202 203 204 205 206 207 208 209

210 211 212 213 214 215 216 217 218 219 220 221 222

223 224 225 226 227 228 229 230 231 232 233 234 235

236 237 238 239 240 241 242 243 244 245 246 247 248

249 250 251 252 253 254 255 256 257 258 259 260 261

262 263 264 265 266 267 268 269 270 271 272 273 274

275 276 277 278 279 280 281 282 283 284 285 286 287

288 289 290 291 292 293 294 295 296 297 298 299 300

301 302 303 304 305 306 307 308 309 310 311 312 313

314 315 316 317 318 319 320 321 322 323 324 325 326

327 328 329 330 331 332 333 334 335 336 337 338 339

340 341 342 343 344 345 346 347 348 349 350 351 352

353 354 355 356 357 358 359 360 361 362 363 364 365

366 367 368 369 370 371 372 373 374 375 376 377 378

379 380 381 382 383 384 385 386 387 388 389 390 391

392 393 394 395 396 397 398 399 400

Hair Styling, Finger Waves (20 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20

Permanent Waving and Chemical Relaxing **Texture Services** (100 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 100

Scalp Treatments (50 (**25**) performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50

Facial Treatments (45 (**30**) performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45

Makeup Application (15 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15

Hair Cuts (250 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 100 101 102 103 104
105 106 107 108 109 110 111 112 113 114 115 116 117
118 119 120 121 122 123 124 125 126 127 128 129 130
131 132 133 134 135 136 137 138 139 140 141 142 143

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144 145 146 147 148 149 150 151 152 153 154 155 156
157 158 159 160 161 162 163 164 165 166 167 168
169 170 171 172 173 174 175 176 177 178 179 180 181
182 183 184 185 186 187 188 189 190 191 192 193 194
195 196 197 198 199 200 201 202 203 204 205 206 207
208 209 210 211 212 213 214 215 216 217 218 219 220
221 222 223 224 225 226 227 228 229 230 231 232 233
234 235 236 237 238 239 240 241 242 243 244 245 246
247 248 249 250

Hair Coloring, Temporary (18 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18

Hair Coloring, Semipermanent (18 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18

Hair Coloring, Permanent Coloring, Bleaching, and Frosting (40 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40

Shampoo (120 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13
14 15 16 17 18 19 20 21 22 23 24 25 26
27 28 29 30 31 32 33 34 35 36 37 38 39
40 41 42 43 44 45 46 47 48 49 50 51 52
53 54 55 56 57 58 59 60 61 62 63 64 65

66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 100 101 102 103 104
105 106 107 108 109 110 111 112 113 114 115 116 117
118 119 120

Hair Coloring (75 performances) – temporary, semipermanent, demonstration, permanent

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 31 32 33 34 35 36 37 38 39

40 41 42 43 44 45 46 47 48 49 50 51 52

53 54 55 56 57 58 59 60 61 62 63 64 65

66 67 68 69 70 71 72 73 74 75

Manicures (27 (**25** performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27

Pedicures (15 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15

Salesmanship (20 (**25** performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 **21 22 23 24 25**

Hair Removal (30 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ school and meeting the requirements of the state board of cosmetology examiners.

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Subscribed and sworn to me this _____ day of _____, 19 _____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; 820 IAC 4-4-10; filed Feb 23, 1990, 5:00 p.m.: 13 IR 1412, eff Apr 1, 1990; filed Oct 27, 1993, 9:00 a.m.: 17 IR 394; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1492; filed May 4, 2001, 11:16 a.m.: 24 IR 2689; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: 20070808-IR-820070046RFA; filed Feb 12, 2010, 2:58 p.m.: 20100310-IR-820080935FRA)

820 IAC 4-4-11 Student progress report for esthetician

Authority: IC 25-8-3-23

Affected: IC 25-8

Sec. 11. (a) Students in esthetician training shall perform no **not** fewer than the number of performances of actual practice hours required by the student progress book. **report.**

(b) It is the purpose of the progress book **report** that the student, cosmetology school, and board may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book **report** up to date.

(d) The progress book **report** reads as follows:

OFFICIAL STUDENT

PROGRESS BOOK **REPORT**

TRAINING

IN

ESTHETICS

STATE OF INDIANA

BOARD OF

COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK **REPORT**

(1) All students enrolling in a cosmetology school for training as an esthetician shall be permitted to review this progress book **report**, which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for an esthetician license. **graduation.**

(2) The amount of performances or hours are **is** equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.

(3) Each performance or hour, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student, "P" for patron (or customer), **or** "M" for mannequin. A pencil cap rubber stamp, or pen written initials (first and last initials) of the instructor, **or electronic records** are both acceptable methods of marking.

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(4) **The** number of performances on mannequin, patron, or student or number of hours may be determined by each school subject to the requirements of [820 IAC 4-4-6.1](#).

(5) Overages in any area may not be applied to any other area.

(6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.

(7) All projects are to be recorded thusly: **as** one (1) project marked for one (1) project completed.

(8) The progress book **report** shall not be taken home by the student and shall remain in the school at all times.

(9) The requirements of this progress book **report** are minimum requirements. A school may require more actual performances than those prescribed in this book. **report.**

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initials _____

Instructor's signature _____

Instructor's identifying initials _____

Instructor's signature _____

Instructor's identifying initials _____

Instructor's signature _____

Instructor's identifying initials _____

Skin Care Analysis/Consultations (50 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 31 32 33 34 35 36 37 38 39

40 41 42 43 44 45 46 47 48 49 50

Facials:

Cleansing (100 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 31 32 33 34 35 36 37 38 39

40 41 42 43 44 45 46 47 48 49 50 51 52

53 54 55 56 57 58 59 60 61 62 63 64 65

66 67 68 69 70 71 72 73 74 75 76 77 78

79 80 81 82 83 84 85 86 87 88 89 90 91

92 93 94 95 96 97 98 99 100

Massage (100 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 31 32 33 34 35 36 37 38 39

40 41 42 43 44 45 46 47 48 49 50 51 52

53 54 55 56 57 58 59 60 61 62 63 64 65

66 67 68 69 70 71 72 73 74 75 76 77 78

79 80 81 82 83 84 85 86 87 88 89 90 91

92 93 94 95 96 97 98 99 100

Facials (145 (**125** performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 31 32 33 34 35 36 37 38 39

40 41 42 43 44 45 46 47 48 49 50 51 52

53 54 55 56 57 58 59 60 61 62 63 64 65
66 67 68 69 70 71 72 73 74 75 76 77 78
79 80 81 82 83 84 85 86 87 88 89 90 91
92 93 94 95 96 97 98 99 100 101 102 103 104
105 106 107 108 109 110 111 112 113 114 115 116 117
118 119 120 121 122 123 124 125 126 127 128 129 130
131 132 133 134 135 136 137 138 139 140 141 142 143

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144 145

Acne Treatments (5 performances)

1 2 3 4 5

Hand and Foot Treatments (25 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25

Makeup Application (50 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 31 32 33 34 35 36 37 38 39

40 41 42 43 44 45 46 47 48 49 50

Eyelash Applications (15 performances)

Strip or Individual

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15

Advanced Techniques (10 performances)

1 2 3 4 5 6 7 8 9 10

Waxing (110 (100 performances)

Lip, chin, face (30)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30

Chin

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30

Facial

1 2 3 4 5 6 7 8 9 10

Eyebrow (40)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 **31 32 33 34 35 36 37 38 39**

40

Body areas (25)

(arms, underarms, upper thigh-bikini, or back)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25

Leg (15)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15

Sterilization, Disinfection, and Sanitation (40 (50 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 31 32 33 34 35 36 37 38 39

40 **41 42 43 44 45 46 47 48 49 50**

Salesmanship (50 performances)

(services or retail)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 31 32 33 34 35 36 37 38 39

40 41 42 43 44 45 46 47 48 49 50

I, _____, do hereby certify and declare this official progress book
required to be kept by state board of cosmetology examiners is correct and an accurate record of the progress of

_____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Indiana Register

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Subscribed and sworn to me this _____ day of _____, 19 _____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; [820 IAC 4-4-11](#); filed Dec 3, 1991, 11:00 a.m.: 15 IR 579; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1494; filed May 4, 2001, 11:16 a.m.: 24 IR 2691; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-4-12 Student progress report for electrology

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 12. (a) Students in electrology training shall perform no **not** fewer than the number of performances of actual practice hours required by the student progress book. **report.**

(b) It is the purpose of the progress book **report** that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

(c) It is the responsibility of the cosmetology school to keep the progress book **report** up to date.

(d) All performances listed in this progress book **report** are to be completed in accordance with [820 IAC 3](#).

(e) The progress book **report** reads as follows:

OFFICIAL STUDENT

PROGRESS BOOK **REPORT**

TRAINING

IN

ELECTROLOGY

STATE OF INDIANA

BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE OF PROGRESS BOOK REPORT

(1) All students enrolling in training as an electrologist shall be permitted to review this progress book **report**, which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for an electrologist license. **graduation.**

(2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.

(3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor or instructor trainee who oversees the performance. All projects are to be checked for accuracy and credit given only if done to the school's standards. All projects must be identified whether "S" for student or "P" for patron (or Indiana Register

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customer). A pencil cap rubber stamp, or pen written initials (first and last initials) of the instructor, **or electronic records** are both acceptable methods of marking.

(4) **The** number of performances on patron or student may be determined by each school subject to the requirements of section 7 of this rule.

(5) Any overages in any area may not be applied to any other area.

(6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.

(7) All projects are to be recorded as one (1) project marked for one (1) project completed.

(8) The progress book **report** must never be taken home by the student and must remain in the school at all times.

(9) The requirements of this progress book **report** are minimum requirements. A school may require more actual performances than those prescribed in this book. **report.**

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____
Instructor's signature _____
Instructor's identifying initialing _____
Instructor's signature _____
Instructor's identifying initialing _____

Electrology Modalities 175 total hours

(a) Galvanic Single Needle Electrolysis 30 hours (1 performance equals 15 minutes)

Facial Area 15 hours (60 performances)

Eyebrow

1 2 3 4 5 6 7 8

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8 9 10 11 12

Upper Lip

1 2 3 4 5 6 7 8

Ears

1 2 3 4 5 6 7 8

Neck

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16

Body Areas 14 hours (56 performances)

Underarm

1 2 3 4 5 6 7 8

Breast

1 2 3 4

Bikini - Abdomen

1 2 3 4 5 6 7 8

Bikini - Upper Thigh

1 2 3 4 5 6 7 8

Legs

1 2 3 4 5 6 7 8

Back

1 2 3 4 5 6 7 8

Arms

1 2 3 4 5 6 7 8

Toes

1 2 3 4

Fingers

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1 2 3 4

(b) Galvanic Multiple Needle Electrolysis 30 hours (1 performance equals 15 minutes)

Facial Areas 15.5 hours (62 **(54)** performances)

Eyebrow

1 2 3 4 5 6 7 8

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16

Upper Lip

1 2 3 4 5 6 7 8

Ears

1 2

Neck

1 2 3 4 5 6 7 8 9 10 11 12

Body Areas 14.5 hours (58 performances)

Underarm

1 2 3 4 5 6 7 8

Breast

1 2 3 4

Bikini - Abdomen

1 2 3 4 5 6 7 8

Bikini - Upper Thigh

1 2 3 4 5 6 7 8

Legs

1 2 3 4 5 6 7 8

Back

1 2 3 4 5 6 7 8

Arms

1 2 3 4 5 6 7 8

Toes

1 2

Fingers

1 2 3 4

(c) Manual Thermolysis 20 hours (1 performance equals 15 minutes)

Facial Areas 7.5 hours (30 **(42)** performances)

Eyebrow

1 2 3 4 5 6

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8

Upper lip

1 2 3 4 5 6 7 8

Ears

1 2 3 4

Neck

1 2 3 4 5 6 7 8

Body Areas 15 hours (60 **(64)** performances)

Underarm

1 2 3 4 5 6 7 8

Breast

1 2 3 4 5 6 7 8

Bikini - Abdomen

1 2 3 4 5 6 7 8

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Bikini - Upper Thigh

1 2 3 4 5 6 7 8

Legs

1 2 3 4 5 6 7 8

Back

1 2 3 4 5 6 7 8

Arms

1 2 3 4 5 6 7 8

Toes

1 2 3 4

Fingers

1 2 3 4

(d) Flash Thermolysis - 30 hours (1 performance equals 15 minutes)

Facial Areas 15 hours (60 **(50)** performances)

Eyebrow

1 2 3 4 5 6 7 8

Hairline

1 2 3 4 5 6 7 8 9 10 11 12

Chin

1 2 3 4 5 6 7 8 9 10 11 12

Upper Lip

1 2 3 4 5 6 7 8

Ears

1 2

Neck

1 2 3 4 5 6 7 8

Body Areas - 13.5 hours (54 performances)

Underarm

1 2 3 4 5 6 7 8

Breast

1 2 3 4

Bikini - Abdomen

1 2 3 4 5 6 7 8

Bikini - Upper Thigh

1 2 3 4 5 6 7 8

Legs

1 2 3 4 5 6 7 8

Back

1 2 3 4 5 6

Arms

1 2 3 4 5 6 7 8

Toes

1 2

Fingers

1 2

(e) Blend 55 hours (1 performance equals 15 minutes)

Facial Areas 20 hours (80 **(104)** performances)

Eyebrow

1 2 3 4 5 6 7 8 9 10 11 12

Hairline

1 2 3 4 5 6 7 8

Chin

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20

Upper Lip

1 2 3 4 5 6 7 8 9 10 11 12 13

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14 15 16

Ears

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16

Neck

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 31 32

Body Areas 25 hours (100 performances)

Underarm

1 2 3 4 5 6 7 8 9 10 11 12

Breast

1 2 3 4

Bikini - Abdomen

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16

Bikini - Upper Thigh

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16

Legs

1 2 3 4 5 6 7 8 9 10 11 12

Back

1 2 3 4 5 6 7 8 9 10 11 12

Arms

1 2 3 4 5 6 7 8 9 10 11 12

Toes

1 2 3 4 5 6 7 8

Fingers

1 2 3 4 5 6 7 8

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this day of, 19 _____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; [820 IAC 4-4-12](#); filed Jun 7, 1993, 10:00 a.m.: 16 IR 2419; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1496; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

820 IAC 4-4-14 Student progress report for manicurists

Authority: [IC 25-8-3-23](#)

Affected: [IC 25-8](#)

Sec. 14. (a) Students in manicurist training shall perform no **not** fewer than the number of performances of actual practice hours required by the student progress book. **report.**

(b) It is the purpose of the progress book **report** that the student, cosmetology school, and state board of cosmetology examiners may at all times know the exact progress of the student concerning practical experience and the number of completed performances of required activities.

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(c) It is the responsibility of the cosmetology school to keep the progress book **report** up to date.

(d) All performances listed in the progress book **report** are to be completed in accordance with [820 IAC 3](#).

(e) The progress book **report** reads as follows:

OFFICIAL STUDENT

PROGRESS BOOK **REPORT**

TRAINING IN

MANICURING

STATE OF INDIANA

BOARD OF COSMETOLOGY EXAMINERS

Student's Name _____

Date Issued _____

Date Completed _____

REQUIREMENTS FOR USE IN PROGRESS BOOK **REPORT**

(1) All students enrolling in manicuring training shall be permitted to review this progress book **report**, which is to be completed on or before being admitted to the state board of cosmetology examiners for examination for a manicurist license. **graduation.**

(2) The amount of performances is equal to the hours outlined by the state board of cosmetology examiners. It is to be the minimum requirement only.

(3) Each performance, as it is accomplished, must be dated and initialed by the licensed instructor, or instructor trainee, who oversees the performance. All projects are to be checked for accuracy and credit and given only if done to the school's standards. All projects must be identified whether "S" for student or "P" for patron (or customer). A pencil cap rubber stamp, or pen written initials (first and last initials) of the instructor, **or electronic records** are both acceptable methods of marking.

(4) **The** number of performances on patron or student may be determined by each school subject to the requirements of section 6 of this rule.

(5) Overages in any area may not be applied to any other area.

(6) In the development of the student's sales ability, all items in the sales category must be completed on patrons.

(7) All projects are to be recorded as one (1) project marked for one (1) project completed.

(8) The progress book **report** must never be taken home by the student and must remain in the school at all times.

(9) The requirements of the progress book **report** are minimum requirements. A school may require more actual performances than those prescribed in this book. **report.**

School name _____

Address _____

City _____ State _____ Zip _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____

Instructor's identifying initialing _____

Instructor's signature _____
Instructor's identifying initialing _____
Instructor's signature _____
Instructor's identifying initialing _____
Manicures (40 performances) _____

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1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28 29 30 31 32 33 34 35 36 37 38 39

40

Nail Techniques (28 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20 21 22 23 24 25 26

27 28

Nail Repair (15 performances)

(1 performance per patron)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15

Pedicures (15 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15

Salesmanship (20 performances)

Services or Retail

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20

Electric File/Drill (20 performances)

1 2 3 4 5 6 7 8 9 10 11 12 13

14 15 16 17 18 19 20

I, _____, do hereby certify and declare this official progress book required to be kept by the state board of cosmetology examiners is a correct and accurate record of the progress of _____ enrolled at _____ cosmetology school and meeting the requirements of the state board of cosmetology examiners.

Subscribed and sworn to me this day of _____, 20 _____.

Notary Public _____

My Commission Expires _____

County of Residence _____

(State Board of Cosmetology Examiners; [820 IAC 4-4-14](#); filed Oct 27, 1993, 9:00 a.m.: 17 IR 398; filed Dec 29, 1998, 10:54 a.m.: 22 IR 1500; filed May 4, 2001, 11:16 a.m.: 24 IR 2693; readopted filed May 22, 2001, 9:56 a.m.: 24 IR 3236; filed May 17, 2002, 1:15 p.m.: 25 IR 3179; errata filed Nov 15, 2002, 3:37 p.m.: 26 IR 1109; readopted filed Jul 19, 2007, 1:01 p.m.: [20070808-IR-820070046RFA](#); filed Feb 12, 2010, 2:58 p.m.: [20100310-IR-820080935FRA](#))

SECTION 48. THE FOLLOWING ARE REPEALED: [820 IAC 2-1-2](#); [820 IAC 2-1-3](#); [820 IAC 2-2-1.1](#); [820 IAC 2-2-1.2](#); [820 IAC 2-2-2](#); [820 IAC 2-2-4](#); [820 IAC 2-2-6](#); [820 IAC 2-2-7](#); [820 IAC 2-2-8](#); [820 IAC 2-2-9](#); [820 IAC 2-2-10](#); [820 IAC 2-2-11](#); [820 IAC 4-1-4](#); [820 IAC 4-2-4](#); [820 IAC 4-4-6](#); [820 IAC 4-4-13](#).

LSA Document #08-935(F)

Notice of Intent: [20081224-IR-820080935NIA](#)

Proposed Rule: [20090311-IR-820080935PRA](#)

Hearing Held: May 18, 2009

Approved by Attorney General: February 3, 2010

Approved by Governor: February 12, 2010

Filed with Publisher: February 12, 2010, 2:58 p.m.

Documents Incorporated by Reference: None Received by Publisher

Small Business Regulatory Coordinator: Tracy Hicks, Indiana Professional Licensing Agency, Indiana Government Center South, 402 West Washington Street, Room W072, Indianapolis, Indiana 46204, (317) 234-3052, thicks@pla.in.gov

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